



Handbook for DUPs

Directors of the Undergraduate Program



College of Arts & Sciences

University of Virginia

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RESPONSIBILITIES OF A DUP

Every major and interdisciplinary program in the College of Arts & Sciences is overseen by a [Director of the Undergraduate Program](#) (DUP). The DUP is always a Faculty member from within the program or department and is appointed by the Chair and the Dean of the College and Graduate School of Arts & Sciences for variable terms.

The DUP serves as a key source of information for students not yet in a major as s/he can answer questions about courses offered by the department, declaring a major, opportunities for majors, major requirements, career opportunities, graduate programs, etc.

The DUP also plays a major role for majors. Depending on the department or program the DUP may oversee some or all of the following activities. Some activities may not be listed here.

- The curriculum for the major (required courses, related courses, etc.).
- Advise on new course descriptions and seek approval from the Committee on Educational Policy and the Curriculum (CEPC).
- Evaluate and approve cross-listed classes.
- Complete Declaration of Major Form with student and assign major advisor.
- Approve students for the Minor.
- Assist new, third-year transfer students who are not yet able to declare a major but also not assigned to an advisor.
- Supervise the Distinguished Majors Programs (in some departments another faculty member serves in this role).
- Review non-UVA credit (the DUP may be the person who assesses transfer credit and decides, with the departmental Faculty, whether or not the credit can count toward a U.Va. degree and/or toward the major.)
- Track the progress of students in the major and certify students for graduation.
- Manage the graduation ceremony.
- Assess study abroad programs and study abroad credit.
- Some majors (especially interdisciplinary majors) allow non-departmental courses to count for the major. In these cases, the DUP must advise students about which UVA credits will count for a major as well as whether any non-College or non-UVA credits will count.
- Schedule classes for future terms.
- Set aside spaces in fall courses for new students during summer orientation.
- In some smaller programs the DUP may function as the faculty advisor for all majors.
- The DUP is a key resource for Faculty inside and outside of the department or program.
- Evaluate undergraduate research projects for grant funding from departmental monies.
- Conduct yearly employment evaluation of the Undergraduate Administrative Assistant.

THE COLLEGE'S CALENDARING & COMMUNICATION TOOL FOR ADVISORS AND MAJOR DIRECTORS (DUPS)

The College built and maintains what we call the College Calending and Communication tool for faculty advisors and DUPs (see Appendix A or the web site [<https://advise.sites.virginia.edu/>] for details.

This systems includes the following functionality:

1. Creation of an online calendar for advising appointments.
2. Find a list of all advisees. The list displays name, e-mail, program, year, enroll time (which displays in late October and late March), majors (plans) and advisors, the name of the student's association, and the name of the student's association dean. *Note: You can find the name of any student's association dean by using the search field.*
3. Email advisees individually, as a group, by year or by major
4. DUPs can access lists of majors in and out of the College by year. DUPs can use the email tool to communicate with all majors or with majors by academic year.

If you are unable to select the role of DUP when you select the drop-down menu, please email [Rachel Most](#) with a request for access; include the programs you oversee.

ADDITIONAL SIS ACCESS

Some DUPs find it useful to be able to view data on any student (as opposed to only their advisees). In SIS, this role is officially called “UV SS Advisor Local Admin”; in-house we call it the “über advisor role”.

To request this access please first check to be sure your FERPA training is up to date. To do this, follow these steps:

1. Log into the SSTL Oracle Self Service site found at <http://www.hr.virginia.edu/>
2. Within this system you will find the Learning Module modules. Please search for FERPA for UVa Faculty & Staff.
3. Enroll in the course, if necessary, and complete the training. There is no charge and once you complete the training you will receive a certification of your completion.

Once your FERPA training is complete, send an email to Rachel Most (rm5f@virginia.edu) and ask for the DUP role in SIS.

KEY COLLEGE RULES AND POLICIES – QUICK LINKS

Calendars:

[College of Arts & Sciences Academic Calendar](#)

[The University Academic Calendar](#)

[Leave of Absence and University Withdrawal](#)

[Credit Overloads](#)

[Declaring a Major](#)

[Transfer Credit from Other Institutions](#)

[Transfer of Credit Evaluator](#)

TRANSFER CREDIT

Transfer Credit from Other Institutions

Current UVa students may take academic courses at another institution in the United States provided they have completed a domestic transfer credit approval form and received prior permission from the Dean's Office in the College (see [Transfer of Credit, Domestic](#)). Current students may also take academic courses abroad if they are approved by the International Studies Office, have completed the study abroad transfer of credit form and have obtained approval from the College dean's office.

The College does not permit transfer credit from other domestic schools for students whose GPA is lower than 2.000, who withdrew from the College within the last ten days of the prior semester, or who are currently under suspension. A 2.500 cumulative GPA and 30.00 in-residence credits are required for study abroad.

The domestic transfer credit form is found [here](#).

Study Abroad Forms are **not** available online. Each student receives a copy of the "College of Arts and Sciences Study Abroad Transfer Credit Approval Form" within the application to study abroad from the ISO.

Undergraduate program directors must approve all transfer credit for the major or minor.

Credit by Examination

The University of Virginia participates in the [Advanced Placement Exams](#) (AP Exam) Program of the Educational Testing Service and the [International Baccalaureate Examination](#) (IB Exam) Program. Students who receive grades deemed satisfactory by the academic unit to which they seek admission may receive academic credit. We also recognize a variety of international college-level examinations. We base our credit award on our own review as well as recommendation from appropriate undergraduate program directors, as needed. We encourage program directors to advise us regarding credit for the AP, IB, and other college-level examinations.

The Transfer Credit Analyzer

With the help of undergraduate program directors over the last 20 years, we have designed and maintained a College [Domestic Transfer of Credit Analyzer](#) that lists most of the courses offered at Virginia community colleges and courses at numerous colleges and universities in the U.S. We encourage you to use the [Credit Analyzer](#) for help in determining the UVA **credit equivalencies** of courses students propose to transfer from other institutions. We update the database as we add new courses and revise previous evaluations, often based on program directors' recommendations.

Please let us know if you would recommend revision to the [Transfer Credit Analyzer](#). We depend upon your expertise.

Course equivalencies listed in the database as 1000T, 2000T, etc. represent transferable credit for which the College has no precise equivalent. Such courses may be used for degree credit and with program director approval, toward majors and minors. Only transfer students may use X000T credit to satisfy general education requirements.

At the start of fall semester, new transfer students may come to you with syllabi requesting a more thorough evaluation of courses. You are welcome to email any recommendations for change to Erin O'Donnell at eom9j@virginia.edu to request that she update the student's SIS report.

Students do not need to fill out the domestic transfer credit approval form for pre-matriculated (PT) transfer credit. If you have any questions about the credit equivalencies database, contact Elizabeth Ozment (ewo5n@virginia.edu) or Erin O'Donnell (eom9j@virginia.edu).

Elective Credit

If a course is already listed in the transfer credit equivalencies database, previously enrolled students may transfer the course for elective credit by simply completing a Request for Transfer of Credit Form. If the course is listed in the database, students do not need to obtain departmental approval to transfer elective credit. Undergraduate program directors should feel free to make recommendations regarding courses not already listed in the database but need not do so. You need not meet with students who wish to receive elective transfer credit.

Major and Minor Credit

Undergraduate program directors must approve all transfer credit for the major or minor.

For both domestic and study abroad credit, please sign the form the student brings to you for approval and provide the UVA equivalency (course subject area and number). If there is not a direct match for the course in department curriculum, please use 2000TM, 3000TM, or 4000TM as the course number. "TM" indicates post-matriculated transfer credit for major/minor credit.

If students notify you about a course change while they are abroad, you are welcome to let Abby Holeman know your approval of the course through email (alh3f@virginia.edu). Students need not complete another request to transfer credit form unless you prefer.

Post Approvals

You may notify Erin O'Donnell through email that the student has met with you about post-approvals. It is not necessary for a student to fill out another transfer credit form for post-approval.

COMMITTEE ON EDUCATIONAL POLICY AND THE CURRICULUM

All DUPs are encouraged to become very familiar with the Handbook for the Creation and Management of Courses in Arts & Sciences on the CEPC web site. The following is excerpted from this Handbook.

Courses originate in a department or program. When approved at this level, the Director of Undergraduate Programs or the Chair's designated assistant sends the request (electronically) for approval to Judy Updike, College Registrar, who manages the workflow for the CEPC. After review by the CEPC and approval by the Faculty of Arts and Sciences, the College Registrar sends the Course Catalog Information form (CCI) and/or Course Catalog Topics form (CCT) to UREG. UREG then contacts the departmental person noted on the CCI and/or CCT form by email when the catalog course record has been created. This email from UREG also provides information on how to request that the class be scheduled. All the communications happen via email and attachments.

A request for approval of a new course consists of three items:

1. A CCI form (see appendix)
2. A syllabus that contains a description, course requirements, and a weekly schedule of assigned work and activities.
3. The form Core Competencies in the College (see appendix)

The request to change a course's characteristics (title, credit hours, description, grading basis, etc.) is made with the CCI form, which is sent to Judy Updike for review by the CEPC. The meeting dates and actions by the CEPC are posted regularly on its [website](#).

Instructions for the use of the CCI and CCT forms are found in the appendix. The forms can be downloaded from the website at either the CEPC or UREG.

New programs (majors, minors, Distinguished Majors) follow the same route, originating in department curriculum committees and coming to the CEPC for review. The Associate Dean for Academic Programs and the Chair of CEPC (Mark Hadley) are available for consultation. Department representatives are invited to present their proposals at a meeting of the CEPC.

Changes in the Major and Minor Descriptions

Requests are made electronically to the College Registrar and contain the following:

1. The letter from the Chair or program director explaining and describing the rationale for the change(s).
2. A copy of the current [Undergraduate Record](#) entry describing the program to be revised.
3. Catalog-ready copy of the revision, plus any additional supporting materials for Committee consideration.

Departments are invited to consult with the Associate Dean for Academic Programs and the Administrative Chair of the Committee prior to the submission of their proposals. They are also invited to attend the meetings of the Committee when the proposal will be discussed. The administrative chair, acting for the Committee, may approve stylistic and other minor changes to the descriptions of programs published in the *Record*.